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INVENTION RECORDS

Form I. SUMMARY SHEET

Order No.

0. Invention or Name of Machine

00. Name of Inventor

1. Conceived, date of by

2. Disclosed, dates of

3. Disclosed, To (1) How disclosed

4. (2) How disclosed

5. (3) How disclosed

6. Sketches, dates of

7. Written Description, date of

8. Working Drawings (a) Started day of 19

9. (b) Completed day of 19

10. Started Full-Sized Machine day of 19

11. Completed Full-Sized Machine day of 19

12. Photographs of:

13. Start of Full-Sized Device, taken day of 19

14. Completion of Full-Sized Device, taken day of 19

15. Date Tested:

16. Where Tested:

17. Result of Test:

Date of Beginning this Summary Sheet

Date of Completing this Summary Sheet

Made by

Signature

INVENTION RECORDS

Form II.
PRELIMINARY SKETCH SHEET

Order No. _____

1. Name of Invention or Machine

1a. Name of Inventor

2.

Sketch of parts or process of machine with legend or explanation

3. Explanation:

4. Sketched by
5. Witnessed by
6. To Whom Explained
(a)
(b)
(c)

Date

Date

Date

INVENTION RECORDS

Form III. RESEARCH RECORD

Order No.

0. Subject:

00. Date of Beginning Work

1. Object:

2.

3.

4.

5. Apparatus:

6.

7.

8.

Note:—Sketch apparatus here with explanation.

9. Materials

10.

11.

12. Method or Process:

13.

14.

15.

16. Results:

17.

18. Experiment by:

Date

19. Witnessed by:

Date

20. Directed by:

Date

21. Date of Making This Record

22. This Record Made by

23. Signature of Experimenter

Form IV.
DRAWING FORM

INVENTION RECORDS

| | |
|--------------------------------|-------------------------|
| 1. Supersedes Drawing Dated | 12. Traced by |
| 2. Superseded by Drawing Dated | 13. Tracing Started |
| 3. Name of Job | 14. Tracing Completed |
| 4. Part | 15. Order No. |
| 5. Tool | 16. Shop No. |
| 6. Operation | 17. Storeroom No. |
| 7. Drawn by | 18. Planning Room No. |
| 8. Drawing Started | 19. Tracing Checked by |
| 9. Drawing Completed | 20. Tracing Approved by |
| 10. Drawing Checked by | 21. Copies to |
| 11. Drawing Approved by | 22. Sheet No. |

INVENTION RECORDS

Form V.
MATERIAL PURCHASE RECORD

Order No.

0. Name of Inventor

00. Name of Inventor

| Material | Order Number | Order Date | Invoice Number | Invoice Date | Voucher Number | Voucher Date |
|-----------------------------------|-----------------|---------------|-------------------|-----------------|-------------------|-----------------|
| 1. Steel | | | | | | |
| 2. Castings | | | | | | |
| 3. Patterns | | | | | | |
| 4. Brass | | | | | | |
| 5. Iron | | | | | | |
| 6. Aluminum | | | | | | |
| 7. Alloys | | | | | | |
| 8. Wire | | | | | | |
| 9. Chemicals | | | | | | |
| 10. Paper, etc., etc. | | | | | | |
| 11. | | | | | | |
| 12. | | | | | | |
| 13. | | | | | | |
| 14. | | | | | | |
| 15. | | | | | | |
| 16. Name of Signer of This Record | | | | | | |
| 17. Date of Record | | | | | | |
| 18. Signature | | | | | | |

INVENTION RECORDS

Form VI.
CONSTRUCTION RECORD SHEET

Order No.

0. Name of Invention

00. Name of Inventor

1. Started Preliminary Sketches

2. Completed Preliminary Sketches

3. Started Model

4. Completed Model

| 5. | No. of Sheets | Date Started | Date Completed | Date Started | Date Completed |
|-----|------------------|-----------------|-------------------|-----------------|-------------------|
| 6. | 1 | | | | |
| 7. | 2 | | | | |
| 8. | 3 | | | | |
| 9. | 4 | | | | |
| 10. | 5 | | | | |
| 11. | 6 | | | | |
| 12. | 7 | | | | |
| 13. | 8 | | | | |

14. Raw Material: Date Ordered Order No.

15. Raw Material: Date Received Order No.

16. Ordered Patterns: Patterns Nos. Date Ordered

17. Received Patterns: Date

18. Ordered Castings: Date

19. Received Castings: Date

20. Ordered Machining: Date

21. Received Machining: Date

22. Ordered Assembly: Date

23. Received Assembly: Date

24. Tested: Date

25. Result of Test:

26.

27.

28.

29.

30.

31. Record Made by

32. Signature

33. Date of Making

Casting Nos.

Machining Shop Ticket No.

Assembly Shop Ticket No.

Test Ticket No.

INVENTION RECORDS

Form VII.
TEST RECORD SHEET

Order No.

0. Name of Invention

Drawing No. Date

00. Name of Inventor

Test Ticket No.

1. Description:

2. ..

3.

4.

5.

6.

7.

8. Ready for Test: Date

9. Hand Tested: Date

10. Result:

11.

12.

13.

14.

15. Power Tested: Date

16. Result:

17.

18.

19.

20. Documents Hereto Attached:

21. (a) Photographs Taken:

22. Views (1) No.

23. (2) No.

24. (3) No.

25. (4) No.

26. (b) Record of Test:

27. Who Present:

28. I,

, swear that the foregoing

29. is true and correct to my personal knowledge.

30.

31. State of , County of ss.

32. On the day of , 19 ,

33. before me, the subscriber, a Notary Public, in and for said county,

34. personally came and swore
to the foregoing facts, as true and correct.

Notary Public in and for

County

INVENTION RECORDS

Form VIII.

STATEMENT BY WITNESS OF TEST

Order No.

0. Name of Invention

00. Name of Inventor

1. I, _____, on the _____ day of _____, 19____, first being duly sworn, state as follows:

2. I was a witness to a test of _____ on the _____ day of _____, 19____.

A. M. in the City of _____
P. M. _____, and State of _____

3. County of _____

4. (a)

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15. Signature

16. State of _____

17. County of _____

18. On the _____ day of _____, 19____,

19. before me, a Notary Public, in and for said county, personally came _____ and swore to the foregoing facts

20. _____

21. as true to the best of his knowledge and belief.

22

Notary Public in and for
County,

_____, how close to device tested, who was present, conditions of test, result of test, any modifications to make test successful, etc.

Given and Subscribed by H. A. Feltman Jr.
at Feltman & Co. Inc.
Feltman Building
105 W. 42nd Street
New York, N.Y.

INVENTION RECORDS

Form IX. PHOTOGRAPH RECORD

Order No. (a b)

1. Name of Device
 2. Who Took Photograph
 3. Place
 4. Date (c)
 5. Who Present
 6.
 7.
 8.
 9. Name of Inventor
- (a) Print on face of an envelope to carry negative and print.
 (b) Put this number on a card on machine, etc., when being photographed.
 (c) Put date of taking photograph on negative at the time of taking, if possible. An autographic kodak is of great value for placing the date on a negative.

INVENTION RECORDS

Form X. FOLLOW-UP FORM

| 1 Order No. | 2 Title | 3 Concieved | 4 Disclosed | 5 First Sketch | 6 Patent Application Started | 7 Model | 8 Drawings | |
|-------------------|------------------------|----------------|----------------|-------------------|------------------------------------|------------|--|-----------|
| | | | | | | | Started | Completed |
| 9 | 10 Material Ordered | 11 Patterns | 12 Castings | 13 Machining | 14 Assembly | 15 Test | 16 Commercial Pro- duction Started | |

How to Prevent the Loss of Your Invention

An Invention is No Better than the Records of its Development

MORE INVENTIONS ARE LOST from lack of records than from any other cause.

A Patent Office interference is dangerous and expensive. It is a contest between two applicants, to determine who is the first inventor. The inventor with the best records and the best preparation of his inventive steps usually wins.

Most patent law suits are won by the inventor with the best records of his dates of invention.

Patent property is just as valuable as cash. Many corporations keep elaborate financial records, but few keep invention records.



COMPLETE SET OF INVENTION RECORDS

Separate color for each form . . . can be filled in by hand or with typewriter . . . standard 8½" x 11" size, on fine paper. These forms make a permanent record of your invention; one set will take care of one invention, completely. Dozens of decided cases in the Patent Office and U. S. Courts show patents to have been lost because no records were kept. Protect your discovery! An invention is no better than the records supporting it!

Complete set of invention records consists of: 1—Summary Sheet . . . 2—Preliminary Sketch Sheet . . . 3—Research Record . . . 4—Drawing Form . . . 5—Material Purchase Record . . . 6—Construction Record Sheet . . . 7—Test Record Sheet . . . 8—Statement by Witness of Test . . . 9—Photograph Record . . . 10—Follow-Up Form.

WHO SHOULD USE THESE INVENTION RECORDS

Executives, Accountants, Auditors, Inventors, Engineers, Scientists, Research Workers, Factory Superintendents, Controllers, Chief Engineers, Chemists, Chemical Engineers, Electrical and Electronics Engineers, Mechanical Engineers, Lawyers, Corporation Secretaries and Treasurers, Patent Departments, and many others.

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